The Proposed Government Direction For the Licensing of Private Vocational Schools in Saskatchewan

Honourable Carol Teichrob
Minister of Education

1992

Green Paper

On The Proposed Government Direction

For the Licensing of

Private Vocational Schools

in

Saskatchewan

A Consultative Document

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Executive Summary

The **Green Paper on the Proposed Government Direction for the Licensing of Private Vocational Schools in Saskatchewan** has been written as a consultative document about proposed changes to *The Private Vocational Schools Regulation Act*. A three-person independent review panel will be appointed by the Minister of Education to conduct public hearings in the fall, 1992. Both written and oral briefs will be received during the hearings. Written briefs will also be accepted for a certain time period.

Before describing the proposed changes, the **Green Paper** first outlines the current requirements of the **Act** and its **Regulations**. In general, the requirements include posting of security bonds; and, approvals of programs, instructors, admission requirements, and tuition. The principles behind the current legislation are:

- the provision of vocational training by private schools is a form of educational opportunity that should be available to Saskatchewan residents;
- the government has a role in providing a level of consumer protection in relation to students at private vocational schools;
- there should be an onus on students to be well-informed about making educational program choices; and,
- consumer protection can be provided by ensuring that minimum standards relating to quality education and financial security are in place.

In describing the proposed changes, the **Green Paper** poses a series of questions after each proposal. These attempt to generate the questions the public may wish to consider in the provision of their input. The proposed changes include both additions and amendments to the **Act** and its **Regulations** in the following areas:

- **Student and School Appeal Mechanism** - the establishment of an Appeal Committee when a department decision is disputed;
- **Second Level of Registration** - two levels of licensing, one with less requirements for certain types of training;
- **Conditional Licenses** - ability to put conditions on licenses, or to revoke or suspend licenses;
- **Cessation of Operation** - requires notice and advance planning for student completion of programs prior to a school closing;

- **Interpretation of "Vocation"** - allows for the exemption of certain types of training;
- **Advisory Board** - replaces the authority to appoint a Committee, rather than a Board, given its advisory nature;
- **Registration of Agents** - deletes this requirement due to the ability to restrict advertising instead;
- **Registration Application or Renewal** - requires earlier application for annual renewal;
- **Offenses** - increases the amount of fines to reflect current rates;
- **Regulations for Bonding** - provides for alternatives to security bonds; and
- **Regulations for Registration Fees** - allows for charging a fee when new programs are added during the registration year.

The **Green Paper** concludes with raising some additional questions about the current authority of the government to prescribe, prohibit, or approve certain activities or requirements.

Purpose

The purpose of this **Green Paper** is to provide the basis for consultation with the public on the government's proposed direction for the licensing of private vocational schools in Saskatchewan. By introducing changes to *The Private Vocational Schools Regulation Act*, Saskatchewan Education will be able to provide greater consumer protection for students, resolve disputes more effectively, and respond better to matters related to the provision of quality programs at private vocational schools.

The **Green Paper** will first set out to briefly outline the current requirements under the **Act** and its **Regulations**. From there, proposed areas for revision will be discussed along with posing some questions that the public may wish process follows in the next section.

Consultation Process

An independent three person review panel will be appointed to conduct public hearings about proposed changes to *The Private Vocational Schools Regulation Act* in three centres: Regina, Saskatoon, and Prince Albert.

The public hearings will be open to all members of the public, private vocational school owners/operators, instructors and students. The times and locations will be advertised and will occur in the early fall, 1992; and, the review panel will accept both oral and written briefs. Other written briefs will also be received during a specified time frame, without presentation at the public hearings being required.

The review panel will, based on their review of written and oral input, present recommendations to the Minister of Education for revisions to the *Private Vocational Schools Regulation Act* and its *Regulations*.

Background: *The Private Vocational Schools Regulation Act And Its Regulations*

The Province of Saskatchewan through Saskatchewan Education is responsible for the licensing of private vocational schools in Saskatchewan. Licensing requirements are specified in *The Private Vocational Schools Regulation Act* and its *Regulations*. (Copies of these are provided in Appendices 1 and 2.)

As of July 31, 1992, 42 schools are registered as private vocational schools in Saskatchewan (see Appendix 3 for a list of schools and a description of programs offered). Several private trainers also provide training which is funded through sources such as Employment and Immigration, Canada. Although not required at this time to be registered as private vocational schools, if the proposed revisions are instituted these trainers will also be affected. (Examples of these trainers are presented in Appendix 4.)

The *Private Vocational Schools Regulation Act* was established in 1979-80, replacing *The Trades Schools Regulation Act*. The primary purpose of the **Act** and its **Regulations** is to provide registration requirements that will set the minimum standards required for quality education. The principles behind the current legislation are:

- the provision of vocational training by private schools is a form of educational opportunity that should be available to Saskatchewan residents;
- the government has a role in providing a level of consumer protection in relation to students at private vocational schools;
- there should be an onus on students to be well-informed about making educational program choices; and,
- consumer protection can be provided by ensuring that minimum standards relating to quality education and financial security are in place.

In general, the registration requirements relate to:

- amounts of security bonds and forfeiture provisions;
- accommodation and equipment requirements;
- admission requirements and numbers of enrolments;
- required hours of instruction, course content, types of programs offered, and instructor qualifications;
- student contracts and the amount, terms and conditions of fees, tuition, and tuition refunds;
- advertising;
- keeping of records, preparation of reports and reporting of financial information; and,
- penalties for non-compliance including fines, limiting enrolment and revoking of licenses.

The **Regulations** were last revised in June, 1990. The revisions primarily consisted of:

- increasing security bond amounts based on enrolments;
- requiring approval of all aspects of student contracts;
- specific mention of authority to set admission requirements and the number of allowable enrolments, and to limit enrolments, and impose terms and conditions on the provision of a program;
- setting of time limits for and the prorating of tuition refunds; and,
- annual submission of financial statements from schools.

Proposals

There are both new additions and amendments being proposed, with some degree of overlap. The following first highlights those proposals that generally can be considered to be new additions, and then is followed by the proposed amendments. Potential questions are posed under each of the proposed changes. The paper ends by also posing potential questions about the current requirements.

Additions:

The following new additions to the **Act** and its **Regulations** are being proposed:

1. **Student And School Appeal Mechanism:**

   Establish a Private Vocational Schools Appeal Committee to settle any matter of dispute which arises in the administration, interpretation or enforcement of any parts of the **Act** or **Regulations** in which the parties involved disagree with the decision rendered by Saskatchewan Education.

   Questions:

- Do you think there should be a mechanism for appealing the department's decisions in addition to what is available through the Ombudsman's office or the court system?
- Do you think Saskatchewan Education should have the authority to make binding decisions about the operation of a school, including resolutions to student complaints?
- Should this be available to both school operators and students? Others?
- Do you think that an Appeal Committee is the best way to handle appeals? Do you have other suggestions?
- Who do you think should be on the Appeal Committee? Senior officials of Saskatchewan Education, independent panel, private vocational school operators or students, or a combination?

2. SECOND LEVEL OF REGISTRATION:

A proposed addition would allow for two types of registration by introducing a second level of registration for private trainers who provide vocational training, usually of a shorter duration, which is sponsored by a group such as the training sponsored by Employment and Immigration, Canada (EIC).

The second level of registration would have fewer requirements than the first level of registration (eg. security bonds and student contracts may not be necessary). Many of the current requirements are in place to protect an individual student who has less information and resources at hand to investigate a program than does a large organization who may purchase training on an individual's behalf. Therefore, there may not be the need for the same type of "protection" when students are not paying for the training themselves and it is being purchased by an organization such as EIC. In addition, some training programs may not be ongoing or may be of a shorter duration. In these cases, perhaps the requirements for registration could be fewer as well. The second level of registration would be much like purchasing a business license.

Neither level of license would be required for training not defined as a "vocation" such as life skills, adult upgrading and language training.

Questions:

- Given that a primary purpose of the current **Act** is the protection of students, do you think there is a need to register training that is not paid for by the student?
- Do you think there is a need to register training that is funded solely by the federal government?
- Do you think there should be two levels of registration, one with fewer registration requirements?
- Do you think that training courses other than for a "vocation" should require licensing eg. life skills, adult upgrading and language training.

3. **Conditional Licenses:**

This addition would allow for suspending licenses or imposing terms or conditions on certificates of registration. This could include such measures as issuing a "temporary" license conditional upon performing certain requirements during a specified time frame, or applying conditions in order to maintain a license such as the monthly submission of financial reports.

Questions:

- Do you think that conditional or temporary licenses could be an effective way to monitor quality?
- Do you think that once a license is issued, it should be "unconditional" unless revoked for **Act** violations?

4. **Cessation Of Operation:**

This addition would put the responsibility on school operators to develop and submit plans for the training-out or placement of students at least 30 days in advance of a closure. This measure would be brought in to ensure that students could complete a program they had started, or be given a suitable alternative. A measure may also be required to ensure this does occur such as through a deterrent like a fine or a type of insurance fund contributed to by school owners/operators.

Questions:

- Do you think there should be requirements in place to help provide for the students' welfare, for example, by including options for the students to complete their program?
- Do you think there should be a specific fine for non-compliance with this section? What amount do you think would provide for a sufficient deterrent to help prevent sudden closures affecting students mid-way in programs?
- Do you think a type of "insurance" fund would provide this protection? Do you think contributions should be mandatory or collected by the government?

Amendments:

The following amendments to the **Act** and its **Regulations** are being proposed:

1. **Interpretation:**

   Section 4: Vocations

   The scope of the vocations and/or programs requiring approval is determined from the appropriate federal publication ie. National Occupational Classification (formerly, The Canadian Classification and Dictionary of Occupations). This publication documents the majority of vocations in Canada. For the purpose of registration, other means of determining the existence of a vocation may also be used, such as by determining employer demand.

   The proposed amendment will continue to allow for the exemption of specific training and/or vocations from requiring registration under the **Act**. However, the amendment will move the section dealing with the exemption to Section 2 **Interpretation**, from Section 15 **Regulations**.

   Possible exemptions could include vocations for which training is provided by employers, unions or recognized professional bodies such as the Certified Management Accountant Program. It could also allow for the exemption of Bible Schools. The preceding examples have not been required to be licensed to date. It should also be noted that the **Act** is limited to "classroom-based" training and, therefore, does not include distance education such as correspondence programs. Some of the latter are governed by legislation administered by Saskatchewan Justice, called *The Sale of Training Act*.

   Questions:

- Do you think there should be a provision to exempt certain types of vocations, such as those where training is offered by a recognized professional body?
- Do you think there is a need to register training that is operated or funded by employers or unions (or other such groups) solely for their employees or members?

- Do you think that Bible Schools offering training to become a Minister should be registered under this Act?
- Do you see Bible Schools as offering "vocational" training, if the training is not specifically preparation for employment in a vocation such as the ministry?
- Do you think that this **Act** should be extended to cover vocational training, other than "classroom-based" training, such as distance education programs (eg. correspondence)?

2. **Administration:**

Section 5: Advisory Board

Amend to provide for an Advisory **Committee** instead of Advisory **Board**. This proposed amendment is largely one of a wording choice since the word Board implies that the Saskatchewan Education staff administering the **Act** would report to a Board, while the intent is that the group is "advisory" versus "decision-making". The provision would continue to provide the Minister with the authority to appoint a group to advise on the administration of the **Act**.

Questions:

- Do you think there is a need for an "advisory" group to be appointed?
- Do you think that this group should be in an "advisory" or "decision-making" capacity? Do you agree with the wording change from Board to Committee?
- What membership do you think it should be made up of? Do you think it should be people from the general public, direct stakeholders such as private vocational school owners/operators, instructors, students, a combination?
- Should Department officials be on the Committee, and if so in what capacity eg. chairing, secretariat, observers?

3. **Registration:**

Section 7: Agents of Private Vocational Schools

The proposed amendment would eliminate the section requiring the registration and approval of agents. This section has not historically been required to a great degree. It is proposed that the restrictions on advertising will serve the purpose for which this section was intended - essentially protecting against misrepresentation of programs to students.

Questions:

- Do you think that requiring the approval of advertising will provide sufficient protection to justify eliminating this section?
- Do you think that the advertising by private vocational schools should continue to require approval?
- Do you think the province should regulate the sales and advertising activities of private vocational schools licensed by other provinces, but recruiting students within Saskatchewan?

Section 8: Application for Registration or Renewal

The proposed amendment would change the date whereby schools must apply for renewal of registration. At present, a renewal application may only be made in December. This would request renewal applications by November 15. The change would provide adequate lead time to complete the renewal process prior to expiry of the license on December 31 of a given year.

Questions:

- Do you think this is a reasonable change?
- Do you think a renewal registration should be required annually?

4. **Offenses:**

Section 13: Offenses

The proposed amendment would increase the fines imposed for offenses and violations to reflect inflationary increases since the Act was passed in 1979-80. (A summary of the types of violations for which there are fines, and the amount of fines and their proposed increases are listed in Appendix 5.)

Questions:

- Do you think there should be fines imposed for non-compliance with the **Act**?
- Do you think the level of fines being proposed are appropriate?
- Do you think fines should be imposed in additional areas?

5. **Regulations:**

Section 15(a): Bonding

Amendments are being proposed to allow for alternate forms of security in addition to or instead of the provision of the current requirement for security bonds. Presently bonds are required based on total annual enrolment and vary from a minimum of $10,000 for 0 - 99 students to a maximum of $50,000 for over 399 students.

Bonds are required as one means of providing protection to students. For example, if a school owes money to a student for a tuition refund due to school closure, a claim may be made on the bond. The bond levels do not necessarily provide for full recovery by all students, depending upon the number and amount of claims. A prorating of the claims may be required. The alternatives that could be required instead are cash security, trust accounts, blanket and/or joint bonds.

Questions:

- Do you think that security bonds should be required?
- Do you think the current amounts required for a bond are adequate?
- Do you think that there should be alternatives to providing security bonds?
- Do you think there should be requirements for security in addition to the provision of bonds?

Section 15(l): Amend payment of registration fees

It is proposed that a fee be collected when new programs and combined programs are approved at a time other than at initial registration or annual re-registration. At present, schools are charged an annual registration fee. For the upcoming registration year these fees will range from a minimum of $300 for one program, and $75 for each additional program. These fees are similar to those charged by other provinces.

At present, if new programs are added throughout the year, **additional fees are not required until a new registration year**. A school with the same number of programs at the beginning of the year would have to pay a higher registration fee.

Questions:

- Do you think the amount of registration fees is appropriate?
- Do you think that a school should have to pay an incremental fee if it adds new programs during the registration year?
- Should additional fees be allowed to be charged, for example, to recover costs for an independent audit or program review as a result of an investigation?

ADDITIONAL CONSIDERATIONS ABOUT CURRENT REQUIREMENTS:

In addition to proposing the preceding additions and amendments to the **Act** and its **Regulations**, there may be other areas for revision that should be included. The following presents some further questions for consideration about the existing requirements of the **Act** and its **Regulations**. The list is not intended to be exhaustive, but merely highlights some of the key components that currently are in place.

Questions:

- Do you think that the authority should continue to **prescribe**:
  - accommodation and equipment requirements?
  - minimum hours of instruction?
  - maximum and minimum fees, and their terms and conditions?

- Do you think that the authority should continue to require **approval** of:
  - programs and curricula?
  - contracts with students?
  - admission requirements?
  - instructor qualifications?
  - number of students enroled and instructor/student ratios?
  - tuition and registration fees?

- Do you think the authority should continue to **prohibit**:
  - advertising private vocational school programs in the "Help Wanted" section?
  - advertising a guarantee of employment?

- Do you think the authority should **continue** to:
  - amend or revoke registration approval?
  - prohibit or limit further enrolment?
  - require the annual submission of (unaudited) financial statements?
  - allow the retention of a certain portion of tuition fees, upon a student's discontinuance in a program?
  - use a prorating formula for tuition fee refunds based on time spent in the program?
  - enter and inspect any school at any time during normal business hours?
  - request any information respecting the school or its operation and conduct investigations as a result of credible complaints?
    handle student complaints and if required protect a complaining student's anonymity?
  - automatically require a tuition fee refund, based on a prorating formula, once a student formally discontinues a program or has been absent 10 consecutive days and has not indicated in writing a desire to continue the program?

Summary

The preceding attempts to outline the current requirements of *The Private Vocational Schools Regulation Act* and to propose some changes. By raising potential questions about both the proposed changes and the current requirements, it is hoped that this **Green Paper** will help to promote discussion during the consultation process.

The views of the public, including all stakeholders, will be important in determining the future direction for the licensing of private vocational schools in Saskatchewan.

CHAPTER P-26.1

An Act to regulate Private Vocational Schools

SHORT TITLE

Short title

1. This Act may be cited as *The Private Vocational Schools Regulation Act.*

INTERPRETATION

Interpretation

2. In this Act:

"minister"

(*a*) "minister" means the member of the Executive Council to whom for the time being the administration of this Act is assigned:

"private vocational school" "school"

(*b*) "private vocational school" or "school" means a school or place other than:

(*i*) an institute of applied arts and sciences or a university recognized by the minister; or

(*ii*) a school or course of instruction maintained under any other Act:

at which instruction in any vocation is offered or provided by classroom instruction:

"registered"

(*c*) "registered" means registered in accordance with this Act:

"vocation"

(*d*) "vocation" means the skill and knowledge requisite for employment in any of the occupations included in the "Alphabetical Index of Occupational Titles" in Volume 1 of *The Canadian Classification and Dictionary of Occupations*, Ottawa: Information Canada, 1971, and more particularly described as a vocation in that publication. 1979-80, c. P-26.1, s. 2.

SCOPE OF ACT

Scope of Act

3.—(1) The provisions of this Act and the regulations are in addition to and do not derogate from the provisions of any other Act, and no examination held or certificate or other document

granted pursuant to this Act or the regulations is deemed to be a compliance with any other Act respecting examinations to be held or certificates or documents to be granted thereunder.

(2) Subject to subsection (1), where any conflict arises between this Act and the regulations and any other Act, this Act and the regulations prevail. 1979-80, c. P-26.1, s. 3.

ADMINISTRATION OF ACT

Appointment of officials

4. For the purpose of carrying out this Act, the Public Service Commission may appoint any officials that it considers necessary or expedient. 1979-80 c. P-26.1, s. 4.

Advisory board

5. The minister may appoint an advisory board, to be known as the Private Vocational School Advisory Board, consisting of at least five persons, one of whom is to be designated by the minister as chairman, for the purpose of advising the minister on any matter respecting the administration of this Act. 1979-80, c. P-26.1, s. 5.

REGISTRATION

Registration

6. No person shall keep or operate a private vocational school in the province unless he is registered. 1979-80, c. P-26.1, s. 6.

Agents of private vocational schools

7.—(1) No person shall:

(*a*) hold himself out as an agent of a private vocational school kept or operated either inside or outside the province; or

(*b*) canvass, receive, take or solicit contracts for the purchase or sale of a course of study of a private vocational school described in clause (*a*);

unless:

(*c*) he is registered as an agent of the private vocational school; and

(*d*) the person keeping or operating the private vocational school is registered.

(2) Every registered agent of a private vocational school shall, when canvassing or soliciting as such, carry with him the certificate of registration issued to him under section 10 and shall, upon the request of any person, produce the certificate for inspection.

(3) Any person who violates this section is guilty of an offence and liable on summary conviction to a fine of not more than $250. 1979-80, c. P-26.1, s. 7.

Application for registration or renewal

8.—(1) An application for registration, or for renewal of registration, as a keeper or operator or as an agent of a private vocational

school must be made to the minister in writing and must be in the form and contain the particulars prescribed by the minister.

(2) An application for renewal of registration may only be made during the month of December. 1979-80, c. P-26.1, s. 8.

Expiry of registration or renewal

9. Every registration or renewal of registration expires on December 31 in the year for which it is granted. 1979-80, c. P-26.1, s. 9.

Certificate of registration

10. When an applicant for registration or for renewal of registration:

(*a*) complies with the requirements of the minister;

(*b*) satisfies the minister that the private vocational school is provided with competent instructors and sufficient equipment for the teaching of a specified vocation; and

(*c*) is furnishing or is prepared to furnish proper instruction in a vocation at reasonable rates;

the minister may cause the applicant to be registered as the keeper or operator of a private vocational school for the teaching of the specified vocation or may cause the applicant to be registered as agent of a private vocational school, and may issue a certificate of registration accordingly. 1979-80, c. P-26.1, s. 10.

Inspection of schools

11.—(1) The minister or any person authorized by him may, at any time during the business hours of a private vocational school, enter and inspect:

(*a*) the school;

(*b*) the premises in or on which the school is operated;

(*c*) the equipment and the method of instruction used in the school;

(*d*) the business books and records and any circulars, pamphlets and other material used for advertising the school and the instruction offered or provided at the school;

and may request any information respecting the school or its operation.

(2) Any person who obstructs the minister or any person acting under his authority in making an inspection under subsection (1) or who refuses or neglects to give any information or produce any business book or record upon demand is guilty of an offence and liable on summary conviction to a fine of not more than $250. 1979-80, c. P-26.1, s. 11.

Cancellation of certificate of registration

12. Where, as the result of an inspection of a private vocational school, or upon being otherwise credibly informed, the minister is satisfied that:

(*a*) a registered private vocational school is insufficiently provided with desirable equipment and means of instruction;

(*b*) the education or physical welfare of the students is insufficiently provided for;

(*c*) the charges made for the instruction given are unreasonable;

(*d*) any regulation is not being complied with; or

(*e*) the holder of the certificate of registration has been convicted of a violation of this Act or the regulations;

he may cancel the certificate of registration, and thereupon the registration and the certificate of registration is void. 1979-80, c. P-26.1, s. 12.

OFFENCES

Offences and penalties

13. Any person who:

(*a*) keeps or operates a private vocational school when he is not registered as the keeper or operator thereof;

(*b*) keeps or operates a private vocational school for the purpose of giving instruction in a vocation not specified in his certificate of registration;

(*c*) enters into a contract for the furnishing of instruction in a vocation other than in the form set out in the application for registration or in a form that has been approved by the minister;

(*d*) violates any provision of this Act or the regulations for which no other penalty is specifically provided;

is guilty of an offence and, in addition to any other liability, liable on summary conviction:

(*e*) in the case of a corporation, to a fine of not more than $5,000;

(*f*) in the case of an individual, to a fine of not more than $500. 1979-80, c. P-26.1, s. 13.

Court proceedings

14. Any person who is not registered as the keeper or operator of a private vocational school is not capable of commencing or maintaining any action or other proceeding in any court in Saskatchewan in respect of a contract made in whole or in part within Saskatchewan, or against any person domiciled in Saskatchewan, in the course of or in connection with business carried on by the private vocational school. 1979-80, c. P-26.1, s. 14.

REGULATIONS

Regulations

15. For the purpose of carrying out the provisions of this Act according to their intent, the Lieutenant Governor in Council may make regulations:

(*a*) requiring the keepers or operators of registered private vocational schools to be bonded, prescribing the form of the bond and its terms, requiring collateral security, providing for the circumstances under which bonds must be forfeited and providing for the disposition of the proceeds of any forfeited bonds;

(*b*) prescribing the accommodation and equipment necessary for private vocational schools and the means of instruction to be used;

(*c*) prescribing the minimum number of hours of instruction in a vocation which constitutes a course of instruction in that vocation;

(*d*) prescribing the maximum and minimum fees that are to be paid for a course of instruction in a vocation;

(*e*) prescribing the terms and conditions upon which money paid for, or on account of, instruction in a private vocational school is to be either retained by the payee or repayable to the payer;

(*f*) prescribing the terms and conditions upon which an agent of a private vocational school may be registered;

(*g*) prohibiting the use within the province of advertising relating to a private vocational school that may tend to mislead, and requiring the discontinuance of any advertisement or means of advertisement by the keeper or operator of a private vocational school;

(*h*) prohibiting the publication of any advertisement relating to a private vocational school unless publication thereof has been authorized by a person designated for the purpose;

(*i*) regulating the selling or offering for sale of any course of instruction offered by a private vocational school;

(*j*) prescribing vocations to which this Act and the regulations apply;

(*k*) exempting any vocation or classification of private vocational school from this Act or the regulations or from any provision of this Act or the regulations;

(*l*) prescribing the fees payable on applications for registration or renewal of registration;

(*m*) governing examinations of students of private vocational schools for certificates of competency, the persons who are to sit as examiners and the issue of certificates of competency;

(*n*) providing for the making of annual returns and the furnishing of information to the minister by keepers and operators of private vocational schools;

(*o*) prescribing the amount that may be asked, charged or

received from the public for any article produced entirely or in part in a private vocational school, or for the material used by or for the services of any employee or student in a private vocational school;

(*p*) limiting the number or extent of articles that may be produced or the extent to which services may be rendered in a private vocational school so that it may not compete unfairly with the production or provision of similar articles or services in any factory or shop;

(*q*) fixing the times during which the public may obtain services in a private vocational school;

(*r*) generally respecting the conduct, operation and management of private vocational schools or any classification of private vocational schools;

(*s*) providing for, in respect of the board established pursuant to section 5:

(*i*) the remuneration and allowance to be paid to each member of the board for his services for travelling and other expenses; and

(*ii*) any other matters that, in the opinion of the Lieutenant Governor in Council, will assist the board in carrying out its functions. 1979-80, c. P-26.1, s. 15.

REPEAL

Rev. Stat. c. T-16 repealed

16. *The Trade Schools Regulation Act* is repealed. 1979-80, c. P-26.1, s. 16.

SOURCE: The Statutes of Saskatchewan Vol. VII

April 1980
4261—6

APPENDIX 2

SCHEDULE

Title

1 These regulations may be cited as The Private Vocational Schools Regulations.

Interpretation
"Act"
"advertisement"

2 In these regulations:
(a) "Act" means The Private Vocational Schools Regulation Act;
(b) "advertisement" includes:
(i) the distribution of:
(A) catalogues;
(B) sales circulars; and
(C) other printed advertisement;
(ii) radio and television advertisements; and
(iii) any other advertisement or promotion of a private vocational school or the programs or courses offered by a private vocational school;

"contract"

(c) "contract" means a contract entered into with a private vocational school for the provision of instruction in a program or course;

"course"

(d) "course" means a distinct course of instruction which forms part of a program;

"program"

(e) "program" means a program of instruction in a vocation offered or provided by a private vocational school:
(i) with a minimum length of instruction of 25 hours; or
(ii) for which a tuition fee, including any registration fee, of at least $100 is payable.

Registration fees

3 Every person who applies for registration as a keeper or operator of a private vocational school or for a renewal of that registration shall pay to the minister a fee of:
(a) where the school offers only one program, $200; and
(b) where the school offers more than one program:
(i) $200 for the first program; and
(ii) $60 for each additional program.

Bonding requirements

4(1) Every keeper or operator of a registered private vocational school shall provide to the minister and maintain in force a bond securing the due performance by the school of contracts entered into by the school.

(2) Every bond provided pursuant to subsection (1) is to be:
(a) provided by a company licensed pursuant to The Saskatchewan Insurance Act to transact guarantee insurance;
(b) made in favour of the minister for the benefit of persons entering into contracts with the school;
(c) based on the greater of:
(i) the average number of students enrolled in the school for each month of the previous year during which the school was in operation; and
(ii) the projected average number of students that will be enrolled in the school for each month of the current year during which the school is in operation; and
(d) maintained in an amount:
(i) based on the number of students determined pursuant to clause (c); and
(ii) calculated in accordance with Table 1 of the Appendix to these regulations.

(3) The bond maintained pursuant to subsection (2) is to be forfeited if the private vocational school fails to immediately pay any amount owing to any person:
(a) arising out of a contract; or
(b) pursuant to these regulations.

(4) Any person who has a claim against a private vocational school for failure to pay any amount owing to that person arising out of a contract or pursuant to these regulations may make a claim against the amount payable under the bond provided pursuant to this section.
(5) Where the aggregate of all claims made against the amount payable under the bond forfeited pursuant to subsection (3) exceeds the amount recovered under the bond, the claimants are to be paid on a pro rata basis.

Advertising

5(1) No person shall publish or cause to be published any advertisement relating to a private vocational school unless the publication of the advertisement has been authorized by the minister.
(2) No person shall publish or cause to be published any advertisement relating to a private vocational school:

(a) that may tend to mislead the public;
(b) in the "Help Wanted" or other employment section of any publication; or
(c) that refers to the prices charged by the school for work performed by its students.

(3) Subject to subsection (4), no person shall publish or cause to be published any advertisement relating to a private vocational school that states that the Government of Saskatchewan, the Department of Education or any official of that department has approved:

(a) the school; or
(b) any of the programs or courses offered by the school.

(4) Where a keeper or operator of a private vocational school is registered, an advertisement relating to the school may state that fact.
(5) Every person that publishes or causes to be published any advertisement relating to a private vocational school shall ensure that the advertisement clearly sets out the name of the school to which the advertisement relates.
(6) The minister may, after giving the private vocational school an opportunity to be heard:

(a) prohibit the publication of any advertisement relating to the private vocational school; or
(b) require that deletions or changes be made to any advertisement published by the private vocational school.

Contracts

6(1) No private vocational school shall enter into a contract unless:

(a) the form; and
(b) the terms;

of the contract have been approved by the minister.
(2) Every contract entered into by a private vocational school is to be:

(a) in writing; and
(b) to provide that:
(i) the keeper or operator of the private vocational school is prohibited by law from guaranteeing an employment position to any student or prospective student; and
(ii) the contract is subject to the Act and these regulations.

(3) Where a private vocational school enters into a contract with any person, the school shall provide a fully executed copy of that contract to that person.

Prohibited representations

7 No keeper or operator of a private vocational school shall, either verbally or in writing:

(a) guarantee an employment position to any student or prospective student; or

(b) make a false or misleading statement with respect to the earnings of any person who has completed a program or course at that school.

Ministerial approval, re: programs and courses

8(1) No keeper or operator of a private vocational school shall provide or offer to provide a program or course unless:

(a) the program or course is approved by the minister; and

(b) each of the following aspects of the program or course is approved by the minister:

(i) the requirements for admitting students;

(ii) the method of admitting students;

(iii) the outline of instructional content and the texts and other instructional materials or equipment;

(iv) the standards and methods of instruction;

(v) the duration;

(vi) the maximum number of students that may be enrolled;

(vii) the maximum number of students per instructor;

(viii) the tuition and registration fees and the basis on which they are to be calculated and paid;

(ix) the texts, books and other instructional material or equipment required to be provided by the student;

(x) the fees or charges imposed by the school for the things mentioned in subclause (ix) and the basis on which those fees and charges are to be calculated and paid; and

(xi) the criteria for evaluating successful completion.

(2) The minister may:

(a) amend or revoke an approval given with respect to;

(b) prohibit or limit the further enrolment of students in; or

(c) impose any terms and conditions on the provision of;

a program or course approved pursuant to subsection (1).

School age

9 No keeper or operator of a private vocational school shall admit any person under the age of 16 to a program or course unless the keeper or operator provides proof, to the satisfaction of the minister, that the provisions of The Education Act relating to school attendance have been complied with.

Registration fees

10(1) A keeper or operator of a private vocational school may charge a person who has entered into a contract a registration fee only where:

(a) the registration fee is stipulated in the contract; and

(b) the registration fee does not exceed the lesser of:

(i) $75.00; and

(ii) 10% of the total tuition fee payable pursuant to the contract.

(2) No amount, other than a registration fee imposed pursuant to subsection (1), is payable by any person to a private vocational school with respect to a program or course more than three months prior to the date that the program or course is to commence.

(3) Subject to subsection (4), where:

(a) a person pays a registration fee to a private vocational school; and

(b) the student commences the program or course contracted for;

the registration fee paid is to be credited against the tuition fee payable pursuant to the contract.

(4) Where:

(a) a student does not commence a program or course on the date specified in the contract for commencement for any reason not attributable to the school: and

(b) the student does not notify the school:
(i) of the reason for the student's absence; and
(ii) of the student's intention to take the program or course despite the student's absence;

the school may retain any registration fee charged pursuant to the contract and not credit the registration fee against the tuition fee payable pursuant to the contract.

Refund of fees

11(1) Where:
(a) a person enters into a contract with a private vocational school; and
(b) any of the following circumstances occurs:
(i) at the time the contract was entered into, the keeper or operator of the school was not registered pursuant to the Act;
(ii) the program or course contracted for was not approved pursuant to section 8;
(iii) the school or its agent, in the opinion of the minister, made a false or misleading statement regarding:
(A) the program or course contracted for; or
(B) the nature of the contract;
which induced the person to enter into the contract; or
(iv) the school, in the opinion of the minister, has totally failed to deliver the program or course contracted for;

the school shall immediately refund to the person all amounts paid to the school pursuant to the contract.

(2) Where, in the opinion of the minister, a private vocational school has failed to fully deliver a program or course contracted for, the school shall:
(a) make that refund of the tuition fees paid to the person who paid them as is appropriate in the circumstances; or
(b) make up the deficiency in the program or course to the reasonable satisfaction of the student.

(3) Nothing in this section is to be construed as abrogating or limiting in any way the rights and remedies that a person otherwise has at law with respect to a breach by the school of its contract with that person.

School retaining fees

12(1) Where a person enters into a contract with a private vocational school and the student provides written notice to the school that he or she intends to cease taking the program or course contracted for, the school may retain:
(a) 25% of the tuition fee payable for the program or course if 10% or less of the hours of instruction for the program or course have been delivered;
(b) 60% of the tuition fee payable for the program or course if 11% to 50% of the hours of instruction have been delivered; and
(c) 100% of the tuition fee payable for the program or course if more than 50% of the hours of instruction for the program or course have been delivered;

at the time the notice is given.

(2) Where:
(a) a person has entered into a contract with a private vocational school; and
(b) the student is absent from the program or course for 10 consecutive days of instruction without advising the school of the reason for the student's absence or the student's intention to continue the program or course;

the school shall provide notice to the student in accordance with subsection (3)

(3) The notice mentioned in subsection (2) is to indicate that unless the student subsequently:

(a) continues the program or course; or

(b) provides the school with written notice of his or her intention to continue the course;

within five days of receipt of the notice, the school will retain that part of the tuition fee permitted by subsection (4) to be retained.

(4) Where notice is provided to a student in accordance with subsection (3) and the student who was given the notice does not continue with the program or course or provide the school with written notice of his or her intention to continue the program or course within five days of receipt of the notice, the school may retain:

(a) 25% of the tuition fee payable for the program or course if 10% or less of the hours of instruction for the program or course have been delivered;

(b) 60% of the tuition fee payable for the program or course if 11% to 50% of the hours of instruction have been delivered; and

(c) 100% of the tuition fee payable for the program or course if more than 50% of the hours of instruction for the program or course have been delivered;

at the end of the 10-day period of absence mentioned in subsection (2).

(5) Where part of a tuition fee is retained by a private vocational school:

(a) pursuant to subsection (1), the school shall refund the balance of the tuition fee to the person who paid the tuition fee within 30 days after the notice mentioned in subsection (3) is given;

(b) pursuant to subsection (4), the school shall refund the balance of the tuition fee to the person who paid the tuition fee within 30 days after the end of the 10-day period mentioned in subsection (2).

Premises

13(1) No keeper or operator of a private vocational school shall provide any program or course unless the premises in which the program or course is to be conducted has been approved by the minister.

(2) Every keeper or operator of a private vocational school shall notify the minister:

(a) of the location of any premises in which any program or course will be provided; and

(b) where the keeper or operator intends to change the location of the premises that will be used for providing a program or course, of the location of the new premises at least 30 days before the change of premises.

(3) Every keeper or operator of a private vocational school shall ensure that:

(a) the premises, equipment and other facilities used in the provision of a program or course; and

(b) the manner of using the premises, equipment and other facilities mentioned in clause (a);

complies with all applicable building, fire, health, sanitary and safety laws, regulations and orders made by all authorities having jurisdiction over those matters.

(4) Every keeper or operator of a private vocational school, on the written request of the minister, shall provide the minister with evidence of compliance with subsection (3).

Certificate of registration

14 Every keeper or operator of a registered private vocational school shall ensure that the certificate of registration issued pursuant to the Act is displayed at all times in a conspicuous location at the main entrance to the school.

Instructors

15(1) Subject to subsection (2), every keeper or operator of a private vocational school shall ensure that each instructor used in a program or a course:

(a) possesses a degree from a university recognized by the minister in an area of study directly related to the vocation to be taught and has at least 12 consecutive months of occupational experience in that vocation;

(b) is a graduate of an educational institution recognized by the minister in an area directly related to the vocation to be taught and has at least 12 months of occupational experience in that vocation;

(c) is a graduate of a registered private vocational school in the vocation to be taught and has at least 12 consecutive months of occupational experience in that vocation; or

(d) has at least three years of occupational experience in the vocation to be taught.

(2) The minister may approve the use of an instructor who does not have the qualifications described in subsection (1) if the minister is satisfied that the person is otherwise qualified to instruct in the vocation to be taught.

(3) No keeper or operator of a private vocational school shall use any person to instruct a program or course without obtaining the approval of the minister.

(4) Every keeper or operator of a private vocational school, with respect to each instructor used by the school, shall provide the minister with the following information:

(a) the instructor's:

(i) full name;

(ii) residential address; and

(iii) residential telephone number;

(b) the instructor's academic and experience qualifications, including the name of the educational institution that the instructor attended and the dates of that attendance;

(c) the name and description of all the programs and courses to be taught by that instructor and any additional duties the instructor may have at the school;

(d) whether the instructor teaches full time or part time; and

(e) not less than three employment references.

(5) The minister may require a keeper or operator of a private vocational school to provide verification, to the satisfaction of the minister, of the information provided pursuant to clause (4)(b).

(6) Every keeper or operator of a private vocational school shall immediately notify the minister:

(a) when an instructor:

(i) ceases to teach at the school; or

(ii) ceases to teach a particular program or course;

(b) of any changes to the information provided pursuant to subsection (4).

Certification

16(1) No keeper or operator of a private vocational school shall issue a certificate or diploma to a student without first obtaining the approval of the minister with respect to the form and content of the certificate or diploma.

(2) Where a student:

(a) has successfully completed a program or course; and

(b) has paid all fees required to be paid to the school;

the school shall immediately issue to that student a certificate or diploma approved by the minister pursuant to subsection (1) and the student's transcript of marks evidencing the student's successful completion of the program or course.

Passing of records

17 Where a keeper or operator of a private vocational school:

(a) ceases to be registered; or

(b) ceases to operate the school;

the keeper or operator shall immediately send to the minister all transcripts and records held by the school relating to present and former students and any other information that the minister may request.

Annual report

18(1) Every keeper or operator of a private vocational school that is registered pursuant to the Act, within 45 days after the end of each calendar year, shall prepare and submit to the minister an annual report of the school's operation for the previous year.

(2) The report submitted pursuant to subsection (1) is to contain the following information with respect to each student enrolled in a program or course for the previous year:

(a) the student's:

(i) full name;

(ii) residential address; and

(iii) residential telephone number;

(b) the programs or courses enrolled in;

(c) the enrolment date for each program or course;

(d) the completion or discontinuance date for each program or course; and

(e) the academic or equivalent qualifications of the student at the time of enrolment for each program or course.

(3) Every keeper or operator of a private vocational school, that is registered pursuant to this Act shall provide the minister:

(a) within 90 days of the end of the school's fiscal year, a copy of the school's financial statements for the previous fiscal year; and

(b) any other information, in a form satisfactory to the minister, that the minister may request.

Coming into force

19 These regulations come into force on the day on which they are filed with the Registrar of Regulations.

APPENDIX

Table 1
(section 4)

Amount of Bond

Number of Students	Amount of Bond Required
0 - 99	$10,000
100 - 199	20,000
200 - 299	30,000
300 - 399	40,000
Over 399	50,000

SCHEDULE

The Beauty Culture and Barbering Trade Schools Amendment Regulations, 1990

In addition to complying with the General Regulations, beauty culture trade schools and barbering trade schools shall comply with the following particular regulations:

Definitions

1. a) "Beauty Culture Trade" includes all work usually done in beauty salons such as permanent waving, curling, bleaching, dyeing, tinting, shampooing, styling, dressing, rinsing, cutting, clipping and singeing the hair, massage, bleaching, packing and making up face, dyeing the eyelashes, dyeing and arching the eyebrows, manicuring and pedicuring.
b) "Barbering Trade" includes all work usually done in barber shops such as cutting, clipping, singeing, dyeing, permanent waving and shampooing the hair, massaging and shaving the face.
c) "School" means a school of instruction in the beauty culture trade or barbering trade.

Curriculum

2. a) Each school shall follow the program of instruction as authorized by the Department of Education.
b) The program of instruction in beauty culture and barbering schools shall consist of not less than 1,400 hours of instruction, demonstration and practices of which not less than 350 hours be instruction in theory and demonstration by instructors, and not less than 1,050 hours be practical work.

School hours

3. The following provisions relating to school hours shall apply:
a) Full-time students shall be given credit for seven hours each school day.
b) Students shall be granted a 15 minute recess in the morning and in the afternoon.
c) Students shall be granted one hour off for lunch.
d) Theory and demonstration instruction shall be given each school day.
e) Only registered students shall perform services for clients in Saskatchewan beauty culture and barbering schools.
f) Students shall attend on a five day week.
g) Provisions may be made for part-time students.

Administration

4. The following provisions relating to administration shall apply:

a) All students shall be required to complete 1,400 hours of instruction in a registered school before they are eligible to write final examinations.

b) All eligible students shall be required to write final examinations and diplomas shall be issued by the school to students who successfully pass the required school examinations.

c) Each school shall prepare a price schedule for services offered to the public. This schedule of prices shall be posted in the reception area of the school where it will be clearly visible to the public.

d) each school shall maintain a suitable library.

e) Each school shall employ one instructor for every fifteen students enrolled in the school.

f) Each instructor shall, at least once a year and at such other times as the Deputy Minister of Education may require, furnish a statement signed by a duly qualified medical practitioner that he is not suffering from any communicable disease or transmissible condition.

g) Wherever a beauty culture or barbering school and beauty salon or a barbershop are located in the same building, the school shall have a separate entrance.

h) Each school shall adhere to any other governmental regulations affecting beauty salons and barber shops.

i) Each school shall maintain an accurate record of services performed by students for clients. A summary of these records shall be made available to the minister on the request of the minister.

5. The following provisions relating to admission shall apply:

a) No student is to be admitted to a beauty culture or barbering school unless he or she:

i) holds a Saskatchewan Grade XI standing; or

ii) in the opinion of the minister, holds a standing equivalent to Saskatchewan Grade XI.

b) Every student, before being enrolled in a beauty culture or barbering school, shall furnish the school with a certificate from a duly qualified medical practitioner stating that the student is not suffering from any communicable condition.

c) The school shall make the certificate mentioned in clause b) available to the minister on the request of the minister.

Instructor Qualifications

6. Each instructor shall:

a) hold a valid Grade XI certificate

b) be a graduate of a registered beauty culture or barbering school

c) hold a valid Saskatchewan or Interprovincial Journeyman's certificate.

Appendix 3

PRIVATE VOCATIONAL SCHOOLS REGISTERED IN SASKATCHEWAN

Academy of Learning
Saskatoon, Saskatchewan

- Word Processing Operator Diploma
- Data Entry Operator Diploma
- Executive Secretary Diploma
- Micro Computer Business Applications Diploma
- Financial Assistant Diploma
- Administrative Assistant Diploma

Artistique Beauty College and Professional Hair Studio 1990 Ltd.
Moose Jaw, Saskatchewan

- Cosmetology
- Refresher Program

Avant-Garde College of Esthetics
Regina, Saskatchewan

- Esthetics

B.S.D. Training and Resources Ltd.
Saskatoon, Saskatchewan

- Life Management Skills (Option: Parolees)
- Working
- Learning Power
- Education for the Workplace (Option: New Immigrants)
- Life Skills Coach Training
- Group Facilitator Training
- Skill Training for Employment

CDI Career Development Institutes Ltd.
Saskatoon, Saskatchewan

- Automation Office Technology
- Computers in Business
- Automation Office Administration
- Computer Programmer/Operator

Fine Art Bartending School
Regina, Saskatchewan

- Professional Bartending

Flanders Footcare Techniques
Esterhazy, Saskatchewan

- Shoe Service Technology Skills Training

Heinze Institute of Applied Computer Technology
Saskatoon, Saskatchewan

- Junior Professional Microcomputer Operator Enhancements
  1) DBASE (adv/prg)
  2) C++ (prog)
  3) DESKTOP (int)
  4) GCAD (int)
  5) NETWORKS
  6) Bookkeeping
  7) Computer ACC
  8) Work Experience

Hi-Tech School of Human Excellence Inc.
Prince Albert, Saskatchewan

- Small Business General
- Sewing for Profit

Hospitality Management Institute
Prince Albert, Saskatchewan

- Hospitality Management Diploma
- Professional Bartending

H & R Block Canada Inc.
Regina, Saskatchewan

- H & R Block Basic Income Tax Course

Marca Hairstyling School Ltd.
Saskatoon, Saskatchewan

- Cosmetology

Marvel Beauty School
Regina, Saskatchewan

- Cosmetology

Marvel Beauty School & Salon
Saskatoon, Saskatchewan

- Cosmetology

McKay Tech Inc.
Saskatoon, Saskatchewan

- Medical Office Assistant
- Dental Assistant Level I
- Desktop Publishing/Graphic Arts
- New Journalist
- Desktop Journalism [Option/Enhancement
  - Internship (wages received/mandatory for diploma)]
  - Program includes Desktop Publishing/Graphic Arts and New Journalist

MCT Micro Computer Training
Saskatoon, Saskatchewan

- Comprehensive Micro-computer Training Program

Mitchinson Flying Service Limited
Saskatoon, Saskatchewan

- Commercial Pilot Licence
- Instructor Rating
- Multi-Engine Instructor Rating

Multicultural Enterprises Inc.
Regina, Saskatchewan

- Clerical Receptionist

Multi-Tech College Saskatoon Ltd.
Saskatoon, Saskatchewan

- Business Management
- Computer Accounting Technology
- Micro Computer Application Technology
- Computer Programmer and Systems Analysis
- Receptionist Bookkeeper
- General Office Secretary
- Legal Secretary
- Medical Secretary
- Executive Secretary
- Hotel and Restaurant
- Travel and Tourism (ACCESS)
- On Line Bank Teller
- Fashion Merchandising

P. A. Aviation Services Ltd.
Prince Albert, Saskatchewan

- Commercial Pilot
- Multi-IFR
- Instructor

Pro-Flight Ltd.
Regina, Saskatchewan

- Commercial Pilot
- Multi-Engine IFR
- Instructor

Professional Careers Inc.
Regina, Saskatchewan

- GED Preparation
- Clerical Receptionist (Option: Word Processing)
- Mini Refresher Course (Option: Word Processing)
- Secretarial (Option: Word Processing)
- Accounting (Option: Micro Computer)
- Clerical Accounting (Option: Micro Computer)
- Advanced Clerical Accounting (Option: Micro Computer)
- Typing
- Broadcasting

Professional Musicians College
Regina, Saskatchewan

- Professional Guitar (Year 1 and 2)
- Professional Bass Guitar (Year 1 and 2)
- Keyboard Specialist (Year 1 and 2)
- Contemporary Voice (Year 1 and 2)
- Percussion Specialist (Year 1 and 2)
- Audio Engineering

(Note: all programs have the option of home recording and private lessons)

Reeves Business College
Lloydminster, Saskatchewan

- Accounting Technician with Management Option
- Accounting Technician
- Administrative Secretarial
- Secretary-Receptionist
- Legal Secretarial

Regina Flying Club
Regina, Saskatchewan

- Commercial Pilot
- Multi-Engine IFR
- Instrument Rating

Regina Open Door Society Inc.
Regina, Saskatchewan

- Employment and Training

Reliance College of Business
Regina, Saskatchewan

- Secretarial (Option: Word Processing)
- Mini-Refresher (Option: Word Processing)
- Clerical Receptionist (Option: Word Processing)
- Accounting (Option: Micro Computer)
- Clerical Accounting (Option: Micro Computer)
- Advanced Clerical Accounting (Option: Micro Computer)
- Part-time Equivalent GED Preparation
- Selected Subjects (shorthand only)

Richards Beauty College Ltd.
Regina, Saskatchewan

- Cosmetology

Saskatoon Business College Ltd.
Saskatoon, Saskatchewan

- Administrative Assistant
- Word Processing Specialist
- Office Support Clerk
- Administrative Assistant (Accelerated)
- Executive Administrative Assistant
- Legal Administrative Assistant
- Legal Receptionist
- Medical Administrative Assistant
- Medical Receptionist
- Accounting
- Business Administration
- Computer Accounting Technician
- Graphic Arts Management
- Office Automation Assistant

Saskatoon Flying Service Ltd.
Saskatoon, Saskatchewan

- Commercial Pilot
- Flying Instructor Rating
- Multi-Engine and Instrument Rating

Southwest Academy of Cosmetology
Swift Current, Saskatchewan

- Cosmetology

T. & H. Academies Career Training Center
Moose Jaw, Saskatchewan

- Cosmetology
- Esthetics
- Advanced Esthetics
- Advanced Make Up

Timeless Instruments
Tugaske, Saskatchewan

- Acoustic Guitar Construction

Universal Career College Inc.
Saskatoon, Saskatchewan

- Business Management
- Travel and Tourism
- Receptionist Bookkeeper
- Word Processing Secretary
- Executive Secretary
- Administrative Clerk

Western Academy Broadcasting College Ltd.
Saskatoon, Saskatchewan

- Radio Broadcasting Practicum
- TV Broadcasting
- Radio/TV Broadcasting Practicum

Western College of Business Inc.
North Battleford, Saskatchewan

- Secretary
  Options:
  - Accounting Secretary
  - Administrative Secretary
  - Word Processing Secretary
  - Legal Secretary

Western College of Remedial Massage Therapies
Regina, Saskatchewan

- Massage Therapy
- Advanced Massage Therapy

Western Trade Training Institute
Saskatoon, Saskatchewan

- Crane and Hoist Upgrading

Yorkton Open Door Society Inc.
Yorkton, Saskatchewan

- Work Force Preparation

Yvonne Yuen Design and Sewing School
Saskatoon, Saskatchewan

- Fashion Design Basic/Advanced

Zodiac The Electrolysis Training Centre, Clinic and Supplies Ltd.
Humboldt, Saskatchewan

- Electrolysis

Appendix 4

Saskatchewan Private Trainers Who Have Received Funding From Employment and Immigration, Canada

Trainer	Occupation
Urton, Engele, Kook	Manager, Retail
Professional Careers	General Office Clerk
Y.M.C.A.	General Office Clerk
Farmwest Management	Farm Management
Urton, Engle Kook	Clerk, Customer Service
Broten, Orr & Associates	Computer Operator
Lokken Associates	Administrator
P.A. Training & Employment	Community Service Worker
P.A. District Community Service	Sales Clerk
P.A. Development Corporation	Accountant
Victorian Order of Nurses	Community Service Worker

Appendix 5

Summary of Offenses and Penalties

Summary of Offenses

The Private Vocational Schools Act and Regulations make it an offense for a person(s) or corporation to:

- keep or operate a private vocational school which is not registered;
- give instruction in a vocation not specified in the certificate for registration;
- enter into a contract for the furnishing of instruction in a vocation other than in the form set out in the application for registration;
- violate any provision of the Act or Regulations for which no other penalty is specifically provided, including:

    - failure to submit student records to Saskatchewan Education after a school closes or ceases to offer classes;
    - failure to submit annual financial statements;
    - failure to obtain approvals for instructors, advertising etc. . . .

Penalties

The existing 1979-80 Act cites fines of not more than $5,000.00 for corporations or $500 for individuals. Proposed changes to fines include--fines of not more than $5,000.00 and in the case of a continuing offence, may be fined not more than $250.00 for each day the offence continues.